

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name: Wichita Regional Department for Children and Families		9. Position No. K0049243		10. Budget Program Number: 24242	
2. Employee Name (leave blank if position vacant): \				11. Present Class Title (if existing position): Social Work Supervisor	
3. Division: Prevention and Protection Services				12. Proposed Class Title	
4. Section		For Use By Personnel Office	13. Allocation		
5. Unit			14. Effective Date		
6. Location (address where employee works) City: Wichita County: SG			15. By		Approved
7. (circle appropriate time) Full time Perm. Inter. Part time Temp. %			16. Audit Date: By: Date: By:		
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM To: 5:00 PM			17. Audit Date: By: Date: By:		

Agency
Number

Position
Number

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position. This position supervises a service delivery team comprised of social workers and support staff which is responsible for investigating child abuse and neglect, making referrals to contract agencies, and filing petitions with district court to ensure child safety. Work includes reviewing, planning, and implementing program policies, procedures and guidelines.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name

Title

Position Number

Who evaluates the work of an incumbent in this position?

Name

Title

Position Number

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

This position works independently under general direction and is given a great deal of latitude in completing assignments. Instructions are written, such as in policy manuals, or oral, through supervisory meetings or individual conferences. This position reports directly to the PPS Program Administrator and work reviewed primarily for outcomes.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action) ; **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

The incumbent of this position has access to protected health information (PHI) under the provisions of the Health Information Portability Act of 1996 (HIPAA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The incumbent has been trained in the provision of the HIPAA Privacy Regulations as the relate to the duties of this position and has signed a confidentiality agreement.

Works in a harmonious and cooperative fashion with other staff to provide efficient and effective customer services. Uses free time as available to assist other staff in the completion of work assignments; perform other tasks as assigned by the Unit Manager. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, customers, and the general public. Adheres to appropriate standards of conduct regarding the use of leave, reports to work on time and in the designated fashion.

This position will participate on Integrated Service Teams (IST) which may include team meetings, working collaboratively to find solutions to customer problems and completing work assignments in a timely manner. This position uses program expertise and involves other team members in exploring options; works toward the goal of the team and need(s) of the customer as paramount; ensures relationships among team members are constructive and demonstrate mutual support, respect, trust, openness and values diversity; utilize a Family Centered approach in exploring positive outcomes.

Number Each Task and Indicate Percent of Time	No.	%	E or M	
	1	25	E	Provides overall social work guidance for all cases assigned to the unit, assigns specific case tasks to social workers and human service assistants. Provides social work guidance in assessing, designing and delivering services to meet the needs of families and children. Monitors case outcomes to ensure that agency objectives for safety, family preservation, and/or permanency are met.
	2	10	E	Coordinates unit work with other DCF units, programs, contracting agencies, and other services agencies. Participates (as assigned) as part of the management's area administrative team, coordinates unit work with county/district attorney. Plans, schedules, and holds cases conferences with other disciplines for case planning and review. Participates in training directed to the community.
	3	15	E	Receives program policy and direction. Provides input in formulating policies and procedures. Translates this to employees= work and assigns tasks to accomplish work of the unit.
	4	25	E	Implements procedures to assure that unit work is accomplished in accordance with state/local policy and procedures. Develops unit procedures to ensure that response times, records, reports, eligibility determination, and data reporting are timely and accurate. Ensures that case assessments and plans are being made appropriately and timely and that services are being delivered.
	5	10	M	Participates in hiring and training of staff. Identifies training needs and plans to ensure that staff have the pre service, basic and advanced training to carry out their jobs. Evaluates job performance, recommends personnel actions in accordance with DCF and Civil Service Regulations.
	6	15	E	Attend and participate in mandatory training for the agency and PPS Division. Disseminate the information learned in day to day activity with self and employees.

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - () Plans, staffs, evaluates, and directs work of employees of a work unit.
 - () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title

Position Number

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23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
- () Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- () Major program failure, major property loss, or serious injury or incapacitation.
- () Loss of life, disruption of operations of a major agency.

Please give examples.

Failure to correctly interpret policy or monitor work could result in failure of program audits, fiscal sanctions, or risk of legal liability

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Daily contact is made with other agency staff including administrative, supervisory , professional and support personnel for the purpose of directing activities, receiving instructions and information , and resolving questions and problems. Frequent contact is made with staff, customers, and other community organizations to provide information about agency programs and procedures, to reach compromises related to controversial information, and to maintain good will.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

Working with hostile and resistive clients and other community persons.

Stress resulting from dealing with life threatening situations and meeting time frames, under resource and time constraints.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Telephone and office equipment-daily.

Automobile-frequently.

Computer-daily.

PART III - To be completed by the department head or personnel office

27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

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Education or Training - Special or professional

Graduation from a four year college or university with a Bachelors in Social Work

License, certificates and registrations

Completion of a social work program approved and recognized by the Behavioral Sciences Regulatory Board.

Special knowledge, skills and abilities

- A. State any additional qualifications for this position that are necessary to perform the essential functions of the position. (License, registration or certification).

-Social work license issued by the State of Kansas Behavioral Sciences Regulatory Board.
-Valid Driver=s License.

- B. List any skill codes or selective certification required for this position. Selective certification must first be approved by the State Division of Personnel Services.

- C. List preferred education or experience that may be used to screen applicants.

Knowledge of theory and practice of social work with an emphasis on family systems and intervention; principles and concepts of social work supervision; social assessment and planning skills; ability to direct and evaluate the work of unit staff.

Experience - Length in years and kind

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Signature of Employee _____ Date _____

Signature of Personnel Official _____ Date _____

Approved:

Signature of Supervisor _____ Date _____

Signature of Agency Head or _____ Date _____
Appointing Authority